



**CALIFORNIA STATE CONTROLLER'S OFFICE**  
PROMOTIONAL EXAMINATION FOR  
**Senior Personnel Specialist (4CO21)**  
MONTHLY SALARY RANGE  
\$3,731 - \$4,671

**Note: The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect all of the pay raises granted recently. You should verify the salary levels with the department personnel office before making any commitments.**

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**Final Filing Date** 10/28/2014, Application (form 678) must be POSTMARKED no later than this date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted.

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**Interview Date** It is anticipated that interviews will be held during November / December 2014.

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**Who May Apply** This is a departmental promotional examination for the State Controller's Office employees.

1. Applicants must have a permanent civil service appointment with SCO as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature for two or more years as defined in Government Code 18990; or
3. Must be a current or former non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code 18991.

For applicants under items 2,3 or 4, if promotional examinations are given by more than one department for the same classification, the applicant must select one department in which to compete.

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**How to Apply** Submit Examination Application (STD. Form 678).

**By Mail to:**

State Controller's Office  
HR-Examinations Unit  
P.O. Box 942850-5877  
Sacramento, CA 94250-5877  
**Attn: Noreen L. Hunter**

*OR*

**In Person to:**

State Controller's Office  
HR-Examination Unit  
300 Capitol Mall, Suite #300  
Sacramento, CA 95814  
**Attn: Noreen L. Hunter**

All applications must include "to" and "from" employment dates (month/day/year), time base, and official classification titles. Applications received without this information will be rejected.  
**DO NOT FILE YOUR APPLICATION WITH THE STATE PERSONNEL BOARD.**

**Special Testing Arrangements**

If you have a disability and need special testing arrangements, mark the appropriate box of the "Application for Examination." You will be contacted to make specific arrangements.

**Requirements for Admittance into the Examination**

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**Pattern I**

One year experience in the California state service performing the duties of a Personnel Specialist, Range D.

**The Position**

This is the expert journey level of the series. Under general direction, incumbents serve as the expert staff resources responsible for the most difficult and complex personnel/payroll issues. As a "staff specialist", researches critical personnel problems and recommends alternative solutions; develops and maintains specialized training programs; reviews various control agency letters, memos, and bargaining contract provisions, and develops/revises internal procedures as necessary; prepares management reports, spreadsheets, and charts; drafts correspondence; functions as a team member on personnel-related projects; are coordinators for a variety of personnel/payroll programs, e.g., FMLA; and may act in a lead role (i.e., training, workload, etc.) over lower-level staff.

**Scope****Knowledge of:**

1. Current office methods, procedures, equipment, and basic math principles.
2. Laws, rules, regulations, and bargaining contract provisions affecting personnel record keeping, personnel transactions, and payroll, and certification processes used in State department.

**Ability to:**

1. Think logically, multitask, and apply laws, rules, regulations, and bargaining contract provisions concerning personnel transactions.
2. Independently interpret and use reference material.
3. Give and follow directions.
4. Gather data.
5. Design and prepare tables, spreadsheets, and charts.
6. Advise employees of their rights.
7. Consult with supervisors on alternative actions which they may take on various transaction situations.
8. Communicate effectively.
9. Operate a computer keyboard/terminal.
10. Establish and maintain cooperative working relations with those contacted during the course of the work.
11. Organize and prioritize work.
12. Create/draft correspondence.
13. Maintain personnel records.
14. Represent the department on intra/interdepartmental teams.
15. Coordinate a variety of personnel/payroll transactions.
16. Research critical transactions and recommend alternative solutions.

**Additional Desirable Qualifications:**

Familiarity with automated systems.

**Examination  
Information**

This examination will consist of a Qualifications Appraisal Interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be obtained in each part of the examination. Please note: If the candidate pool is low, SCO may change this examination to an E & E process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal Interview – Weighted 100%****Eligibility List  
Information**

A departmental promotional eligible list will be established for the State Controller's Office. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

**Veterans and  
Career Points**

Veteran's Preference points and career credits are not granted in promotional examinations.

***It is the candidate's responsibility*** to contact the *State Controller's Office Examination Unit, (916) 324-0811*, three days prior to the written test date if he/she has not received his/her notice.

***For an examination without a written feature*** it is the candidate's responsibility to contact the *State Controller's Office Examination Unit, (916) 324-0811*, three weeks after the final filing date if he/she has not received a progress notice.

***If a candidate's Notice of Interview*** or Performance Test fails to arrive prior to the day of the interview due to verified postal error, the candidate will be rescheduled upon written notice.

***Applications are available*** at State Personnel Board offices, local offices of the Employment Development Department and the State Controller's Office; or you may log onto [www.spb.ca.gov](http://www.spb.ca.gov) to download an application.

***If you meet the requirements*** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

***The State Controller's Office*** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

***Promotional Examination Only:*** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provision of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

***General Qualifications:*** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

***High School Equivalence:*** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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California Relay Telephone Service for the deaf or hearing impaired  
From TDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

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UPON REQUEST, THIS DOCUMENT CAN BE PRODUCED IN BRAILLE OR LARGE PRINT.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.